

Masters Swimming Ontario
Board of Directors Meeting
Date: Saturday, March 19, 2005
Location: 48 Banstock Drive,
Toronto, Ontario

Present :

Beverley Tucker
Sally O'Brien
Lesley Mason-Ward
Olenka McKee
Richard Arsenault

Committees, Representatives and Staff :

Claus Koch
Barrie Malloch
Christopher Smith
Brian Croker
Jacqueline Odlum
Norm McKee

Absent with regrets:

Angela Davis

Guests:

Charlie Lane – Etobicoke
Hillary Richardson – Aurora
Jim Talbot – Aurora
Nancy Black – Aurora

Call to order

The meeting was called to order at 11:09 a.m. with Norm McKee presiding as chair.

01. Adoption of the Agenda

The Agenda was presented

Motion: To approve the agenda.

Moved by Olenka McKee; Seconded by Sally O'Brien.

Carried

02. Approval of the Minutes from January 22, 2005

The minutes from the last meeting were reviewed.

Motion: To accept the minutes of January 22, 2005 and to ratify the action taken as a result of e-mail voting.

Moved by Sally, Seconded by Lesley.

Carried

03. Business Arising from the Minutes of January 22, 2005

- a) Provincial Championships – Sally advised there are 82 women and 77 men entered at the moment - the deadline has been extended. The excellent social committee has arranged a "northern flavour" banquet with smoked trout, salad, buffalo meat and fruit pie for dessert. Entertainment has been booked.
- b) Naming of the Pool – three members of the committee met with the family regarding this project and they flatly refused to allow it. Therefore the next step is to prepare a plaque in order to honour Hui Lee.
- c) Bids for 2006 Provincials – Olenka presented a bid package which she has prepared. So far Brock has expressed an interest in hosting and it is rumoured that London may also be interested. Other bids are still being accepted and can be sent to Olenka.

- d) Insurance Non coverage of club Executive - Claus Koch reported that MSO covers accident insurance and liability but if a club is incorporated, the directors are not covered for financial losses. It is recommended that the directors of the club take out insurance which they can do using the MSO broker, the cost is approximately \$1 per person.
- e) Law Suit Update – the accident occurred 7 years ago. Discovery was held in August and it is our position that an incorrect backstroke turn by the person suing was the primary cause of the accident.
- f) Data Base Update – Sporting Technologies who prepared a proposal on their own initiative in September 2003 no longer exists. Another company Fire Snack, contact Lawrence Smith, would be willing to look at the changes to update this proposal to 2005. The committee to continue this work is Chair: Richard Arsenault, members Brian Croker, Barrie Malloch and one other. Angela Davis also expressed an interest in being on this committee; however, should Angela not wish to be involved, Olenka would be interested. Chris Smith advised there is a company doing registration for the BC Provincial championships and he will get the information for the committee. Norm has been in touch with Tracy at USMS and they hired staff and prepared their program in-house. Steve Goodwin has suggested that Hy-Tek could be expanded to handle registration.

Motion: That the sub-committee meet and make recommendations to the Board on this project.
 Moved by Lesley, seconded by Olenka.

Carried

4. New Business

- a) Role and Function of Board –
 - o Make sure the Board has a good set of objectives or mission statement. The Board must deliver on these objectives.
 - o Fiduciary responsibility – 75 per cent of effort is expended to find resources and then it must be spent wisely.
 - o Hire competent people to ensure the delivery of the objectives

The Board needs to step back from managing the job and oversee the whole function – in other words, governance. For example, the competition director could analyze what types of meets are needed – rather than just performing a sanctioning staff job.

There is also a need to service Masters Swimmers who pay the MSO fee but do not compete – what do we offer them? Australia, UK and US programs are set up to encourage non-competitive swimmers (i.e. The Million Metre Club). We need to increase our marketing effort to baby boomers as the numbers over 45 years of age are dropping off. We need to determine how to attract new members - help to find more money to support the organization. Perhaps a different level of memberships – less money to support non-competitive so therefore lower fee.

Chris commented that the Board is usually comprised of competitive swimmers and therefore the focus has been mainly competition. Olenka stressed the need to involve coaches as they would be implementing the programs.

Claus pointed out that with few resources, the Board members can suffer burn-out.

Norm said that if the Board wants to be strictly competitive, this has to be discussed and presented to the membership at an AGM. However the Government and Health authorities support our efforts to keep all adults active and therefore more healthy.

Chris pointed out that the Government looks upon MSC as a huge organization of people who can be reached through swimming. He also stated that Provincial Boards appoint MSC members so if MSC is ineffective it is the Provinces' fault – the Provinces must appoint people who will participate rather than just sit, listen and report back.

- b) Role and Function of executive officers – the President is the captain of the ship; in some organizations the vice president is really president-elect and will take over as president. Also organizations usually have this as 3 steps – president-elect, president and then past president, requiring a 3-term commitment. The past president must have completed his/her term in order to be called past president. Therefore the MSO website will be updated. The Treasurer handles all financial activity and it normally requires about 20 hours per month. The secretary looks after the paperwork and has signing authority. For example, Norm had forms from the Government which are required to register MSO as a Corporation – but this has not been done since 1999 and we owe \$25 for that year.
- c) Role and function of staff – there are job descriptions for each position.
- d) Board discussion on next steps – Claus and Geoff Camp would be prepared to stand temporarily as directors until new members can be found with the skills required. An Audit committee should be formed to check the books before the formal audit – they can check for accounting principles and separation of duties.

5. Appointment of New Board Members

A number of names were introduced of people who might be interested – Stuart Martin from ROW, Nancy Black from Aurora and Sandy Oliver from NYG.

Motion: To have Claus Koch serve on the Board temporarily until a replacement can be found.
 Moved by Beverley, seconded by Sally.

Carried

A phone call was made to Geoff Camp to see if he would be willing to serve on the Board temporarily and be interim Treasurer.

Motion: To have Geoff Camp serve on the Board as until a suitable replacement can be found.
 Moved by Olenka, seconded by Claus.

Carried

Claus pointed out that you do not have to be on the Board to be of service – for example Pat Niblett.

Angela Davis has stated she wishes to continue to serve as Vice President.

- a) Board appointment of New President and Treasurer. Beverley has stepped down as Secretary.

Motion: To nominate Beverley Tucker as President
 Moved by Claus, seconded by Olenka.

Carried

At this point Beverley took over from Norm McKee as Chair of the meeting

Motion: To nominate Geoff Camp as Interim Treasurer
 Moved by Olenka, seconded by Sally.

Carried

Motion: To nominate Sally as Secretary
 Moved by Olenka, seconded by Lesley

Carried

Beverley advised that Jim Talbot has called and would like to be on the Board and that Nancy Black would like to volunteer for Jim's committee, when it has been established.

Motion: To appoint Jim Talbot to the Board
Moved by Lesley, seconded by Sally.

Carried

6. Review of Board Committees and appointment of Chairs

Postponed until next meeting.

7. Staff Reports

- a) Registrar, Brian Croker –
- Clubs 93
 - Mail memberships 3
 - Total swimmers 2872
 - Unattached swimmers 50
 - Club swimmers 2816

6 OSG members – Beth Whittall, Ted Roach, Geoff Camp, Michael Stroud, Brian Croker, Pat Niblett

- b) Webmaster, Barrie Malloch – nothing to report
c) Meet co-coordinator, Olenka McKee – A number of requests have been received to have a slow lane for warm-ups at meets.

Motion: To have Olenka's committee look into modifying the safety procedures to add a slow lane for slower or infirm swimmers during warm up and report back to the Board.

Moved by Lesley, seconded by Sally.

Carried

One meet sanction was refused as the prizes were cash \$30, \$20 and \$10.

Motion: To accept the staff reports as presented.

Moved by Claus, seconded by Richard.

Carried

8. External Representatives

- a) Swim Ontario, Claus Koch – concern recently about Montreal nearly losing the World Championships until a sponsor was found. He advised that the North York YMCA now has a defibrillator.
b) MSC, Norm McKee – advised that MSC is working on a strategic plan. He reiterated that most Provincial representatives come to watch and listen, not to contribute. WAVES is going to be distributed via e-mail in the future.

MSC, Chris Smith – the MSC AGM will be held at Nationals. There is now a Trillium Award from TYMS for a swimmer in Ontario – TYMS has asked that Ontario take over handing out the award in future.

- c) Masters dollars help provide funding for officials training. Nationals are now designated a Championship meet for the purpose of qualifying officials at senior levels. FINA officials are nominated by SO – there are four in Ontario.

Motion: To accept the Representatives' reports

Moved by Sally, seconded by Richard

Carried

9. Other Business

- a) Signing officers –

Motion: That Geoff Camp goes to the bank to set up the new signing officers, Geoff Camp, Beverley Tucker, Sally O'Brien, and Barrie Malloch – any two signatures.

Moved by Olenka, seconded by Richard

Carried

- b) AGM – it was suggested that the education section be focused towards Club Presidents and/or Club Administrators. AGM should be held mid-November to avoid already scheduled swim meets. Charlie Lane volunteered to coordinate the day and to report back to the Board with respect to Etobicoke Olympium availability and progress with program planning.
- c) Next meeting Sunday, April 24, 2005 11:00 a.m. Chris to check availability of YMCA board room. If the room is available, swim practice is from 8:30 – 10:30 a.m. Back up location would be Olympium, Charlie to check if necessary. Next meeting will be designated as a Board Planning session to define committees and staffing.

Motion to adjourn at 3:15 p.m. by Richard.

Sincere thanks were expressed to Claus and Gigi Koch for hosting the meeting in their home.

Also thanks were expressed to Norm McKee for chairing the meeting and keeping us on track.

PS – subsequent to the meeting Claus advised that the North York YMCA room is available and confirmed the next meeting will take place there.

Minutes prepared by Jacqueline Odlum